



**DEPARTMENT OF THE ARMY**  
**284TH BASE SUPPORT BATTALION**  
**UNIT 20911**  
**APO AE 09169-0001**

AETV-GSN-EH

12 Nov 03

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Command Policy Letter 11, Evaluating Requests for Exception to Housing Policy**

**1. References:**

- a. Army Regulation 210-50, Housing Management, dated 26 February 1999.
- b. USAREUR Suppl 1 to AR 210-50, Housing Management, dated 16 May 2002.
- c. 104<sup>th</sup> ASG Housing Management Standing Operating Procedure, dated 31 March 2003.

**2. Purpose:** To describe the objective, policies, and responsibilities for evaluating requests for exception to housing policies submitted by customers.

**3. Applicability:** Tenant units, agencies, and activities within the 284th Base Support Battalion (BSB) area of responsibility.

**4. Objective:** To establish standard procedures for evaluating requests for exception to housing policy.

**5. Policies:**

- a. Soldiers requesting exceptions to housing policies must submit their requests with supporting documentation through their unit chain of command to the Chief, Housing Division.
- b. The Housing Division will indorse the request and forward it to the 284<sup>th</sup> BSB Commander for approval/disapproval. The Sponsor will be notified of the decision.

**6. Procedures:**

- a. All requests must be endorsed through the member's battalion level. Requests received without proper justification or proper endorsements will be returned to the appropriate commander. Any member of the chain of command may disapprove the request.
- b. Only written requests for exception to policy will be evaluated, and all requests must have original signatures.

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c. Requests based on a specific medical problem must be endorsed through the soldier's chain of command to the commander, Butzbach or Friedberg Health Clinic. The clinic commander must provide a recommendation.

1. The recommendation must identify if the medical condition is temporary or permanent, and what impact disapproval of the request will have on the medical condition.

2. The recommendation must indicate whether or not a priority assignment to family quarters is necessary.

3. The recommendation must also state if the quarters must be located in a specific area or on the first or second floor.

d. A request for exception to policy must be clearly justified and show that the member is living under conditions not typical of others. Approval of the request must relieve the condition of hardship which necessitated the request.

e. Requests for retention of quarters after reassignment to another Post must be accompanied by the concurrence of the gaining base support battalion commander and the gaining commander.

7. Responsibilities: The Housing Division will assemble the completed request, and provide a recommendation to the BSB Commander IAW governing housing regulations. The Housing office will retain a copy of the completed request for file.

8. Proponent: The proponent of this policy is the Chief, Housing Division, Directorate of Public Works, at 343-7508.



BART U. SHREVE

LTC, SF

Commanding

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